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VEHICLE SERVICES

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DUPLICATE TITLES

STATE OF ILLINOIS

CERTIFICATE OF TITLE OF A VEHICLE

VEHICLE IDENTIFICATION NO	YEAR	MAKE	MODEL
1P3BP36D4HC191125	87	PLYMOUTH	RELIANT

BODY STYLE	NO CYL	HP/CCM	PURCHASE DATE	PURCHASED	TYPE OF TITLE
4 DOOR	4	15.6	09/25/87	USED	DUPLICATE

TITLE NO	ISSUE DATE	PREVIOUS TITLE NO	MOBILE HOME SQ FT	ODOMETER
E9876543	01/12/90	D9876543		37000

MAILING ADDRESS
COMMUNITY CREDIT UNION
341 5TH STREET
ANYTOWN IL 60000-0000

SAMPLE
SAMPLE

LEGEND(S)
ACTUAL MILEAGE

OWNER(S) NAME AND ADDRESS
ANNIE B ANYONE
708 S MAIN POB 317
ANYTOWN IL 62000-0000

SAMPLE
SAMPLE

FIRST LIENHOLDER NAME AND ADDRESS
COMMUNITY CREDIT UNION
341 5TH STREET
ANYTOWN IL 60000-0000

SECOND LIENHOLDER NAME AND ADDRESS

THIS IS A DUPLICATE CERTIFICATE AND MAY BE SUBJECT TO THE RIGHTS OF A PERSON UNDER THE ORIGINAL CERTIFICATE.

SAMPLE
SAMPLE

RELEASE OF LIEN
The holder of Lien on the vehicle described in the Certificate does hereby state that the lien is released and discharged

Firm Name _____ By _____ Signature of Authorized Agent _____ Date _____

Firm Name _____ By _____ Signature of Authorized Agent _____ Date _____

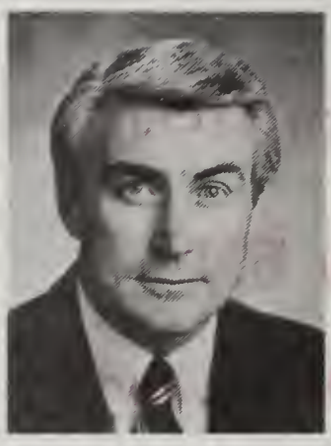
I, Jim Edgar, Secretary of State of the State of Illinois, do hereby certify that according to the records on file with my Office, the person or entity named hereon is the owner of the vehicle described hereon, which is subject to the above named liens and encumbrances, if any.
IN WITNESS WHEREOF, I HAVE HERETO AFFIXED MY SIGNATURE AND THE GREAT SEAL OF THE STATE OF ILLINOIS, AT SPRINGFIELD

814343666
CONTROL NO

Jim Edgar
JIM EDGAR, Secretary of State

DO NOT ACCEPT TITLE SHOWING ANY ERASURES, ALTERATIONS OR MUTILATIONS

JIM EDGAR
Secretary of State



WORKING TO SERVE YOU BETTER

When a vehicle title is lost or destroyed, it is difficult to remember the necessary information required to obtain a duplicate. This pamphlet serves as a guide for you to follow when applying for that duplicate title.

If all known information is completed as accurately as possible, including the vehicle identification number copied from the vehicle, my office will be able to process your application faster.

Information is also provided in this pamphlet about liens and application procedures for out-of-state residents.

We hope you will find it helpful.

Jim Edgar

Jim Edgar
Secretary of State

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WHAT ARE DUPLICATE TITLES?

A duplicate title replaces a previously issued title and will only be issued when the Secretary of State's office is satisfied that the original title is **lost, stolen** or **mutilated**.

Under no circumstances will an Illinois duplicate title be issued unless 15 days have elapsed from the date of issuance of the previous title. This provision protects the public and financial institutions against fraud.

MAKING CORRECTIONS

Any changes or corrections should be made on a title application (VSD-330) marked **CORRECTED TITLE**. A **duplicate** title replaces a previous title and should not be requested for correcting information.

However, if you are applying to replace a lost title and certain changes are necessary, they may be made with the duplicate title application. **It is not necessary to obtain both a corrected and a duplicate title in the following instances:**

- **Removing an owner's name** due to divorce, etc. An affirmation releasing interest in the vehicle must be submitted from the individual.

  In the case of a deceased owner, a copy of the Death Certificate must be submitted. If the estate is being probated, a certified copy of Letters of Administration or Court Order must also be submitted.
- **Adding an owner's name,** or **changing a name,** due to marriage, etc. Changes should be indicated in the proper area and an explanation submitted.
- **Changing the owner's address**.
- **Adding a lien.** Indicate the full name and address of the lienholder.

HOW TO APPLY

A title application (**VSD-330**) marked **DUPLICATE TITLE** must be properly **completed**, showing signature(s) and the reason for need-

ing the duplicate title, and submitted with the **fee of $5.**

All boxes and questions on the application must be completed in full except the number of CCs, which only applies to motorcycles and mopeds.

Copy the exact **vehicle identification number** from the vehicle and complete the application carefully and legibly. Vehicle records will be researched for additional information if necessary. (See also **MAKING CORRECTIONS**.)

An application for a duplicate certificate of title must state the current vehicle odometer reading at the time of application.

PROPERLY COMPLETED APPLICATION FOR DUPLICATE TITLE

APPLICATION FOR VEHICLE TITLE

READ INSTRUCTIONS ON REVERSE SIDE CAREFULLY
PLEASE TYPE OR PRINT CLEARLY

CHECK APPROPRIATE BOX

- ☐ TITLE ONLY
- ☐ CORRECTED TITLE
- ☒ DUPLICATE TITLE
- ☐ SALVAGE CERTIFICATE
- ☐ JUNKING CERTIFICATE
- SPECIFY

OWNER INFORMATION

A000-0003-6000 — 1/21/36 — Annie B. Anyone

Logao — 708 S. Maio, PO Box 317

Anytowo — IL — 62000

VEHICLE INFORMATION

37000 — ☐ YES

1P3BP36D4HC191125

ACTUAL MILEAGE ☒ — NOT ACTUAL MILEAGE ☐ — IN EXCESS OF MECHANICAL LIMITS ☐

YEAR	MAKE OF VEHICLE	MODEL	BODY STYLE
87	Plymouth	Reliant	4 dr sedao

PURCHASE DATE: 09/25/87 — NEW ☐ USED ☒ — REBUILT VEHICLE ☐ YES

N4205939 Lost ILLINOIS

PASSENGER		MOTORCYCLE				RENTAL VEHICLE	LEASED VEHICLE
4	15.6			DBL	DBL	☐ YES	☐ YES

MAIL TO

NAME — STREET — CITY — STATE — ZIP

LIEN INFORMATION

NAME: COMMUNITY CREOIT UNION
STREET: 341 5th ST
CITY: ANYTOWN, IL 60000 — STATE — ZIP

SELLER INFORMATION

NAME — STREET — CITY — STATE — ZIP

CORRECTED OR DUPLICATE

Lieoholder oever received origioal, loat — ABA200 — 9/90

I/We hereby affirm the information provided is true and correct. If applying for title for a motor vehicle nine years old or newer I/we also acknowledge awareness of the odometer certification made by the seller.

SIGN HERE X Annie B Anyone

(101) 101-1010

YOUR SIGNATURE ON THE APPLICATION AUTHORIZES THE SECRETARY OF STATE TO LOWER THE AMOUNT OF YOUR CHECK IF FEE SUBMITTED IS GREATER THAN THE REQUIRED FEE FOR MAIL IN TRANSACTIONS

JIM EDGAR
SECRETARY OF STATE
STATE OF ILLINOIS

[redacted]

AUDITORS USE ONLY — $ — TAX IN NUMBER

VSD-310

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LIENS AND SPECIAL MAILING

Illinois titles are mailed to the lienholder if a lien applies. The complete name and address of the lienholder must be given in the proper area.

If there is no lien, the title will be mailed to the principal owner (listed first), whose address is to be shown in the owner's area on the application.

If there is no lien and the owner desires the duplicate title mailed to an address different from that shown in the owner's area, special mailing instructions should be shown in the "MAIL TO" area. (See also **OUT-OF-STATE-RESIDENTS**.)

If a lien shown on the previous title has been satisfied, then one of the following items must be submitted by the applicant before the lien can be removed:

- **A Lien Clearance Letter** from the lienholder indicating that the lien has been paid in full.
- **A Lien Contract** showing that a lien, as stated and signed in the contract, has been paid in full.
- **Copies of Receipts** or cancelled checks to the lienholder which total the amount of the lien indicated on the original lien contract.
- **A Court Order** directing the Secretary of State's office to issue the duplicate title without the lien or lienholder's name.

OUT-OF-STATE RESIDENTS

Out-of-state residents may not apply for an Illinois title unless they have had a previous Illinois address. An out-of-state resident who has purchased a vehicle without a title from an Illinois resident must contact and ask the previous owner to make application for the duplicate title.

Former Illinois residents, when applying for a duplicate title, must:

- Indicate former Illinois address in the owner's address information area on the application, and
- Include out-of-state mailing instructions in the "MAIL TO" information area.

WHERE TO APPLY

Title applications may be obtained from any Secretary of State vehicle or driver services facility in Illinois, or by writing to:

VSD Supply Section
0013 Centennial Bldg.
Springfield, IL 62756

or you may call the toll-free number (800) 252-8980. Cook County residents may call (312) 793-1020.

Application may be made in person at any of the following:

- Secretary of State driver services facilities
- Secretary of State vehicle services facilities in Springfield:
  - — Centennial Building at 2nd & Edwards Streets or
  - — 2701 S. Dirksen Parkway
- Any of the four Secretary of State branch offices in Chicago:
  - — 100 W. Randolph
  - — 5401 N. Elston
  - — 9901 S. King Drive
  - — 5301 W. Lexington

Properly completed applications may be mailed, with any required documents and check, draft or money order, to:

Office of the Secretary of State
Title Processing Division
2nd & Edwards Streets
Springfield, IL 62756

Applications will be returned if information or fee is insufficient to process.

MANDATORY VEHICLE INSURANCE

All motor vehicles registered and operated in Illinois must be covered by liability insurance—insurance that covers the property damage and/or injuries you may cause others in an accident.

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